

**Federal Woman's Program (FWP) Accomplishment Report for
West Virginia
September 2005
Barbara Broxterman (WV-FWP)**

1. Communications

Having the availability and ability to communicate, gather information by teleconferences, newsletters, website information

(<http://www.wv.nrcs.usda.gov/about/civilRights/fwp/fwpm.html>) and internet, network with other SEPM's, view power point presentations, e-mail messaging and have face to face conversations has been invaluable to me as a recently appointed SEPM. Examples of such information exchange is that a CRAC representative has attended each of the quarterly Principal Staff meetings and has given a report of the activities of the committee and the activities of the Special Emphasis Programs within the state. As the FWP I have

- Attended regular Civil Right Advisory Committee meetings
- Met with previous WV-FWP manager (Wanda Smith) to discuss and accept information concerning my responsibilities and she was very helpful (Feb 05).
- Sent information to field concerning grant information and education opportunities 2/22/05
- Attended the Special Emphasis Program Managers Training "Together Embracing the Future through Diversity" in Reno, Nevada 3/28-31/05
- Moderator for SEPMT session (3/28-31/05)
- Updated FY 2005 Business Plan (3/15/05)
- Attended Southeast Region Federal Women's Program Managers Teleconference 3/7/05 where we discussed
 - Women's History Month activities
 - Outreach
 - Concerns with the training and training hardships (boot camp)
 - SEPM meeting in Reno
- Attended Southeast Region Federal Women's Program Managers Teleconference 9/19/05 where we discussed
 - Accomplishment Reports
 - Training
 - Business Plan
- Attended the WV Civil Rights Advisory Committee Meeting in Mont Clare (2/15/05)
- Attended the WV Civil Rights Advisory Committee Meeting in Mont Clare (5/10/05)
- Attended the WV Civil Rights Advisory Committee Meeting in Mont Clare (9/14/05)
- Sent e-mail to the Area Conservationist requesting time on their agenda to talk about FWP (3/05).
- Presented FWP update at the Parkersburg Area Meeting (6/6/05).
- Presented FWP update at the Beckley Area Meeting (6/15/05).
- I met with the Human Resources Manager to discuss the Career Intern Program, SCEP and CRAC's involvement with recruiting (3/13/05). As time permits, he will be contacting the SEPM's concerning recruitment and job fairs.

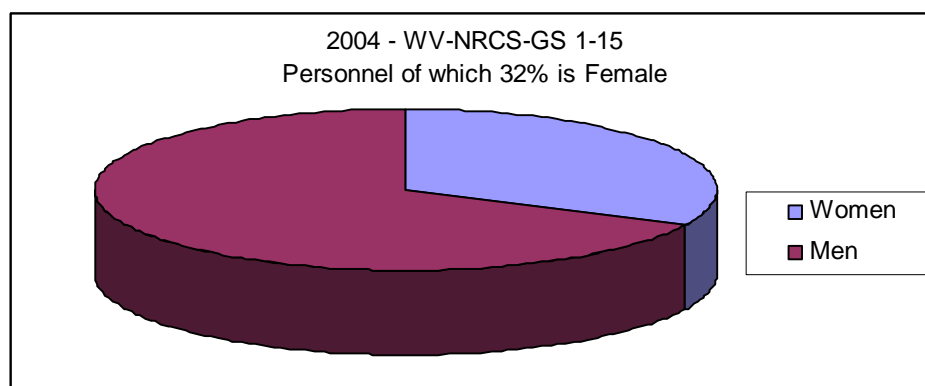
- Provided information to the Public Affairs and Marketing Specialist concerning our web-site information(4/05)
- Sent out information on from WV Women's Commission "Money Conferences Set for 2005" provided free by our State Treasurer John Perdue.
- Sent out e-mail information concerning how to recognize a stroke victim 5/31/05
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2. Working with Leadership

- Worked with Sharon Alvarez to determine my role as a FWP representative.
- Met with Charlotte Wertz and Lillian Woods to discussed idea about a NRCS, RC&D, IT and other specialist women's luncheon in August
- Volunteered to be a meeting Moderator at the SEPM meeting in Reno
- I and the other SEPMs' met with the new WV-State Conservationist, Ron Hilliard, to discuss the SEPM's role and WV-Mentoring Program.
- I accepted the Mentoring Program Committee Chairperson and with the total support of our State Conservationist, we will be updating the program and literature.
- Assisted with the Preparation of the Volunteer Mentoring Program Guidelines for WV and presented for acceptance.
- The FWP helped sponsor the Women's Equality Day for Federal Employees on 8/26/05 in conjunction with Federal Women's Coordinating Committee. I prepared the slide show behind the presenters which were Congresswoman Shelley Moore Capito and State Delegate Charlene Marshall and Professor Sharon Brescoach.
- I worked with The final Volunteer Mentoring Program Guidelines for WV were accepted and agreed to at the 9/14/05 CRAC meeting.
- Worked with the principle staff to include various items into the WV Business Plan

3. Recruitment, Promotions, and Recognition

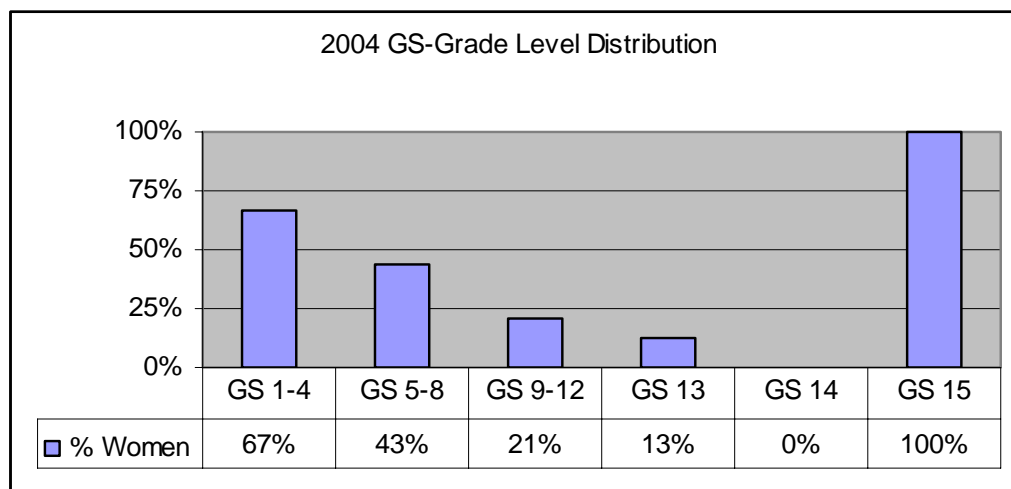
- In the year 2004 - 4 new women were hired which increased the state total number of employees to 208 positions. Females in the GS 1-4 positions increased by 7%, GS 5-12 increased by 1% and the GS 13-15 series remained unchanged. Therefore, the overall WV female workforce increased 2.7 % from 2003 to 2004. The female workforce of WV-NRCS is currently at 32.2%.



- With 32 % of the employed WV-NRCS personnel being female, 30 % of those are in the GS 5 through GS 12 grade series.

2004 WV-NRCS GS Grade	Women	Men	Total
GS 1-4	12	6	18
GS 5-8	30	39	69
GS 9-12	23	88	111
GS 13	1	7	8
GS 14	0	1	1
GS 15	1	0	1
	67	141	208

- Women were honored and rewarded with 19% of the Special Cash Awards, 50% of the Quality Step Increases, and 50% of the Non-Competitive Promotions.
- A total of 8 voluntary separations occurred during 2004, one being a GS-11 woman who accepted a transfer/promotion to another federal agency and the other was a GS-4 who was a student.
- Of the total 4 competitive promotions for GS-11 and GS-12 positions, no women were selected, although all were encouraged to apply.
- Human Resources Staff and the Public Affairs Specialist developed recruitment materials.
- Information concerning the percentage of professional/non-professional women employees within our state is limited.
- The chart below shows the ratio of women at various GS grade levels. For each of these categories the percentage of women increased from the year 2003 to 2004. In addition, these percentages are very similar to the 2002 overall grade distribution of the agency, which reflects well on WV- NRCS.



- Career Interns have been a positive way to introduce employees to the agency and have continued to be a strong recruitment method. For the last three years; 2002 - 6 Career Interns (3 female); 2003 - 6 Career Interns (4 female); 2004 - 3 Career Interns (1 female); have been in the career conduit and worked with the agency. It is expected that 4 women may be offered career conditional appointments this coming year.
- In the last two years, the Student Career Education Program (SCEP) hired, 2003 - 7 SCEP (five females) and for 2004 - 9 SCEP (six females) with two women accepting and appointed career conditional employees.
- According to the “Women’s Economic Status in the States” from the institute for Women’s Policy Research, an overview of the Economic Status of WV indicates that 51% of our populations consist of women and 83% live above the poverty rate. According to the statistics, of the total population, 75% are high school graduates and 15% have bachelor degrees. Of the women employed in 200, 30% were in a professional or managerial occupational (34th ranking by state). The median annual earnings in 2002 were \$24,900 (48th ranking by state) and the earnings ratio between women and men was 73% (39th ranking by state).
- Employment outreach action has been accomplished by visiting WVU Agricultural Department and the DC’s contact the schools throughout the state.
- The CRAC team visited our 1890 school, West Virginia State. Information is routinely provided to the school concerning employment potential.

4. Outreach

- I attended the Federal Woman’s Coordination Committee (FWCC) at the federal prison and met other women in the federal service. We discussed the need to have a joint Women’s Program next March and not duplicate so much effort. Excellent networking opportunity has developed between the federal women on the committee (FBI, FS, VA, RD, NASA, etc.) 3/9/05
- As a newly appointed member of the mentoring committee, I met with the other members and the SC to discuss what is needed, whom it should serve and assess it’s vision (4/10/05)
- I am currently working with two field offices that have women agricultural producers and we are determining if they would be willing to tell their agricultural business story.

5. Projects

- The State Forester attended Project Learning Tree where 27 female teachers were involved and the Timber Taxation and Estate Planning Workshop where five women participants were involved.
- Setting groundwork for 1st all women NRCS and Sister Agency luncheon
- 100 mile walk for 100 days participation of office staff in conjunction with WV University-with over 50% female participation.

6. Youth Activities

- State Forester introduced Forestry Products to the tri- county 4th grade classes at the WV Timber and Wood Show.
- April 28, 2004 42 teams, the largest amount in the history of the competition, participated in the ninth Annual WV Envirothon at Jackson's Mill in Weston, WV. Each team, consisting of five 9 – 12th grade students, was tested in the areas of Forestry, Wildlife, Soils and Aquatics. An award was re-named last year to the "Mary Lee Hines Most Enthusiastic Team," in honor of Mary Lee Hines, a member of the State Conservation Committee and a devoted supporter of the WV Envirothon.



7. Women's History Month, Women's Equality Day

- I sent weekly information to the offices pertaining to Women's History Month and the motto "Women Change America"
 - Web site to download poster and general information quiz -3/3/05
 - Information on the career of Congresswoman Bella Azburg -3/4/05
 - Information on Women on the land and harvesting many of our US crops "Woman Take Control of US Harvest" - 3/14/05
 - Story sent out about Marion Berm's life and career from a impoverished woman on welfare to a very successful business person in Texas - 3/25/05
 - Women's Equality Day for Federal Employees on 8/26/05 in conjunction with Federal Women's Coordinating Committee.

8. Training

- The information for the Federal Woman's Library (http://www.wv.nrcs.usda.gov/about/civilRights/fwp/05fwp_book.pdf) was updated and placed at the State Office. A few additional books were purchased including "Speaking to Excel" by James Amps III, whom was presenter at the SEPM conference
- I am currently working on the states Mentoring Program

- I have attend the local FWCC meeting and SEPM's conference
- I've sent out information on the WV Women's Commission Money Conferences Set provided free by our State Treasurer John Perdue.

9. Recommendations

As a new SEPM, I have found the information available and the network potential for managers interesting. The transition between the previous EWP and myself was eased by having other SEPM's willing to explain the various programs and duties. After reviewing the statistics on WV and it's income and poverty rates, I am committed to helping students by encouraging them to pursue higher education and better employment opportunities. I would like to be involved with the envirothon and other youth activities as well as the mentoring program.